



Administrative Policies and Procedures: 28.3

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| Subject: | Construction, Expansion, Building and Safety Code Guidelines for DCS Facilities |
| Authority: | TCA 37-5-101; 37-5-102; 47-5-105; 37-5-106 |
| Standards: | ACA: 3-JCRF-2B-04, 3-JTS-2A-01, 3-JTS-2B-06, 3-JTS-2B-07, 3-JTS-2B-09, 3-JTS-2B-10; 3-JCRF-2A-01; COA: ASE - 6.05; DCS Practice Model Standard: 8-306 |
| Application: | To All Department of Children's Services Managers, Director of Facilities Management and Support Services, or Employees Whose Job Duties May Include Design or Financial Planning of Facility Construction Projects |

Policy Statement:

New construction and expansion of Department of Children's Services facilities shall comply with recognized professional correctional standards, appropriate federal and state building and safety codes policies, rules and regulations.

Purpose:

To ensure that guidelines are in place to determine whether the needs are clearly demonstrated when any existing facility is expanded or a new facility is being considered and compliance with appropriate federal and state building and safety codes policies, rules and regulations.

Procedures:

A. Conducting a needs evaluation

1. The Department of Children's Services will complete a needs evaluation study before a new youth development center or special-purpose facility is constructed or an existing facility is expanded.
2. Expansion includes construction of new buildings at a facility and renovation of existing buildings for the purpose of a significant change in the structure or design of a facility.
3. Facility locations shall be selected with participation from the communities in which they are to be located. Community participation requires that the community's citizens or their representatives be notified about facility plans and allowed to provide input and express concerns regarding the proposed facility.
4. Facility design must be conducive to personal contact and interaction between staff and youth. Visibility and accessibility are both essential qualities for well-designed facilities. The design should allow for youth to be grouped in accordance with a classification plan. The facility should be located to facilitate contact between youth and families and to utilize community based services efficiently.

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| B. Building and Safety Codes for Youth Development Centers and DCS Group Homes | <ol style="list-style-type: none">1. Role of Department of Finance and Administration (F & A), Division of Real Property Administration<ol style="list-style-type: none">a) The F&A, Division of Real Property Administration will administer all requests for Department of Children's Services facility renovations, additions and new construction projects requested through the capital budget process that is funded by the legislature and approved by the State Building Commission.b) All Department of Children's Services projects administered by the F & A Division of Real Property Administration will comply with applicable building and fire safety codes.2. Role of DCS Director of Facilities Management and Support Services<ol style="list-style-type: none">a) The DCS Director of Facilities Management and Support Services will:<ul style="list-style-type: none">◆ Review minor facility renovations or additions requested by Youth Development Center Superintendents or DCS Group Home Directors for code compliance.◆ Provide appropriate technical assistance when needed to determine code compliance.b) Ensure that the F & A Division of Real Property Administration requests the State Fire Marshal to review the plans for each approved Tennessee Department of Children's Services project for fire and building code compliance. |
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| Forms: | None |
| Collateral documents: | None |